

**CLASSIFICATION:** WORKERS' COMPENSATION SPECIAL FUNDS COORDINATOR

**Class Code:** 9897-25

**Date Established:** 03-19-87

**Occupational Code:** 7-1-4

**Date of Last Revision:** 03/03/14

**BASIC PURPOSE:** To plan and direct the assessment and disbursement process for special funds programs related to Worker's Compensation.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Analyzes and interprets fiscal data to calculate assessments and disbursements for special funds, and reviews recommendations for changes.
- Develops, reviews, and modifies long and short term work methods and procedures based on policies, rules, and laws impacting Workers Compensation fund activities.
- Provides training and monitoring of program activities; clarifies information and communicates compliance with rules and statute to ensure uniformity in applications and claims.
- Evaluates complex medical reports and summaries to determine eligibility for special funds; makes provisional approvals and evaluates administrative requests for termination or reduction of benefits.
- Writes detailed reports and letters analyzing acceptance or denial of cases for special funds.
- Makes formal educational, informational and technical presentations to insurance carriers, medical providers and attorneys regarding eligibility for workers' compensation programs. Teaches required semi-annual course to Injury Management Facilitators.
- Assists in the development of rules and regulations to explain workers' compensation law.
- Evaluates managed care proposals for compliance with regulations and makes recommendations to the Commissioner as to approval of the programs. Reviews and recommends Injury Management Facilitators for approval.
- Researches complaints by any parties involved in the managed care system.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires sedentary work, including continuous sitting or occasional standing and walking.

**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with major study in business management, a medical field, human resources, business law or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Four years' professional experience in business law, nursing, claims adjusting, human resources or related fields, with responsibilities in program research, planning, monitoring, and evaluation.

OR

**Education:** Bachelor's degree from a recognized college or university with major study in business management, a medical field, human resources, business law or related field.

**Experience:** Five years' professional experience in business law, nursing, claims adjusting, or human resources, or related field, with responsibilities in program research, planning, monitoring, and evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Eligibility for New Hampshire driver's license, if necessary for travel throughout the state.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of the New Hampshire Workers' Compensation law and the operations of the Workers' Compensation Division. Knowledge of budget preparation. Knowledge of rule making procedures. Ability to administer financial programs. Ability to supervise other employees. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective relationships with state and industry officials, other employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.